

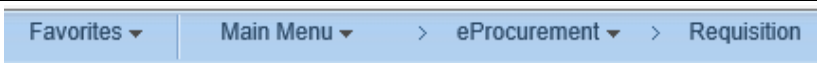


**LAST REVISED DATE: 06/03/2019**

## General Information

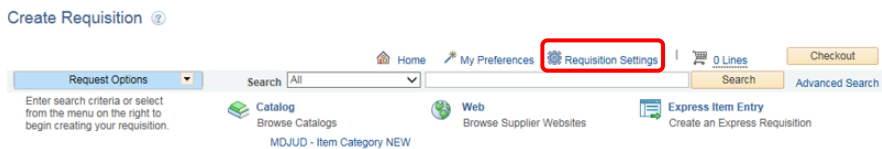
Task	Process Information
<b>Creating an eProcurement Requisition for non-Inventory Assets (using Special Requests)</b>  NOTE: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	A non-Inventory Special Request Requisition is created in the eProcurement module for procuring assets that <u>will NOT be received in an Inventory Warehouse location.</u>  NOTE: An Asset Profile ID is required when using an asset-related category/account (0701, 10xx, 11xx, 14xx) on a requisition or PO.

## GEARS Navigation

Main Menu > eProcurement > Requisition	
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## Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Click on the link <a href="#">Requisition Settings</a> . This is where you'll setup the <u>defaults</u> for your Requisition.	

2. On the pop-up window that opens, enter your **Requisition name**.

**NOTES:**


- A. It is important to give your requisition a meaningful name to make it easier to find later. Be sure to start the Requisition Name with the corresponding AY year. For example, **AY17 Sharp Maint Review**.

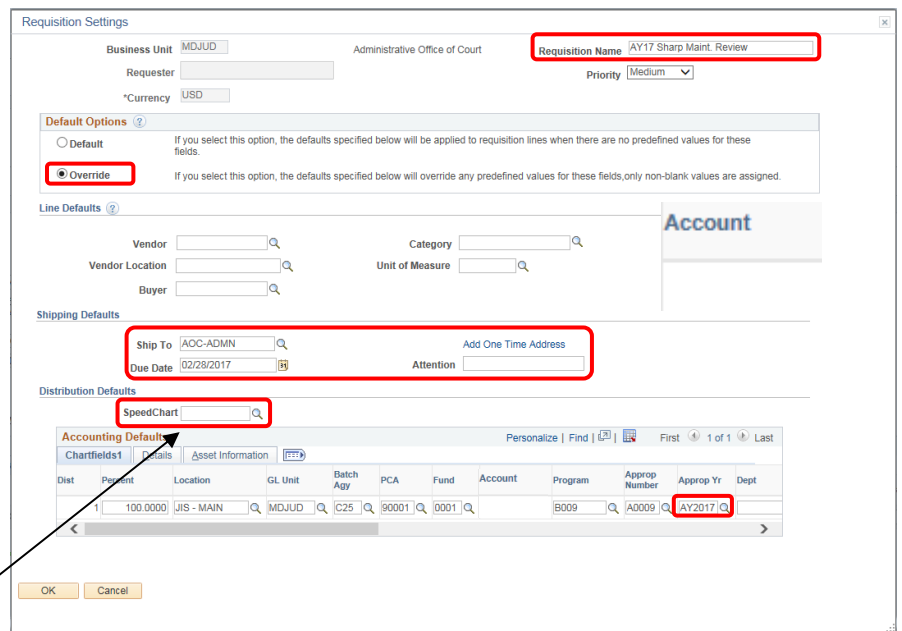
Requisition Name:

- B. Click on the **Override** radio button.

The defaults entered on steps C & D will populate on **ALL** your requisition lines.

- C. Enter the **Ship To**, **Due Date** and **Attention** fields, if needed. **NOTE:** The **Ship To** should **NOT** be a warehouse location (AOCWH02, DCITWH01, DCWH02, etc).

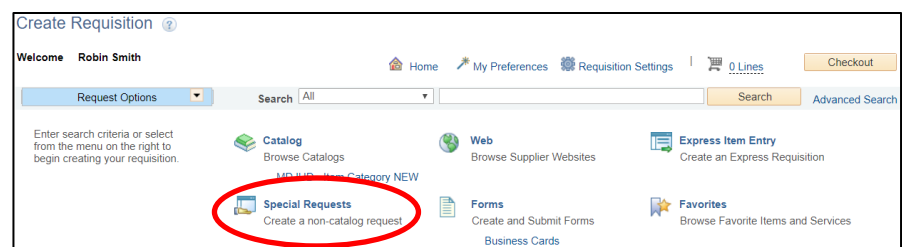
- D. To use the **SpeedChart** field, you can search for your PCA by using the  feature. Notice that the **Account** and **Approp Yr** Chartfields are blank and **Account** is grayed out. Enter the **Approp Yr**.

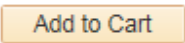






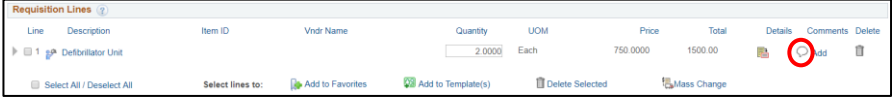
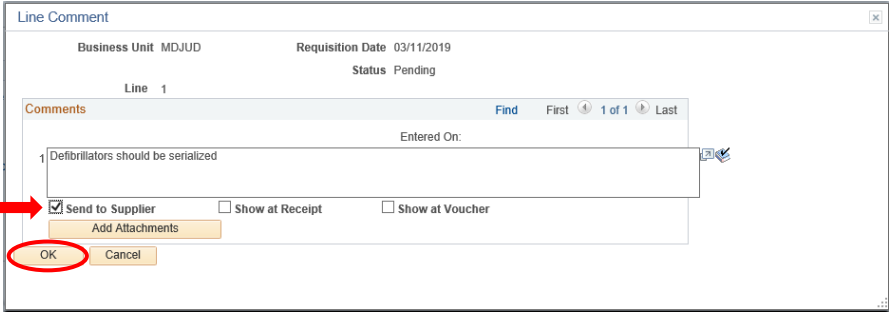


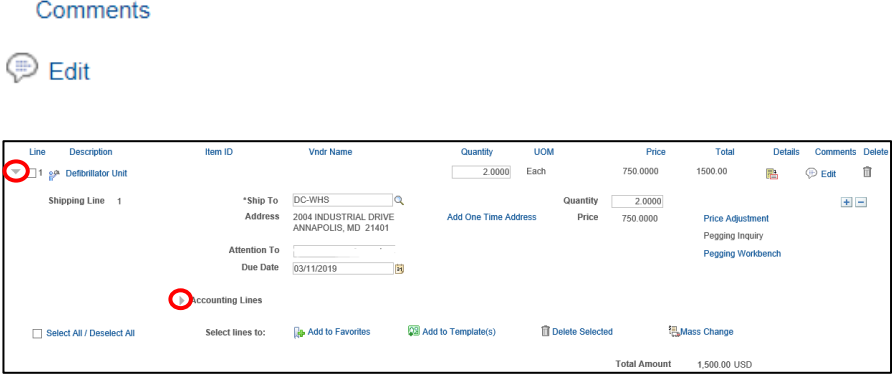
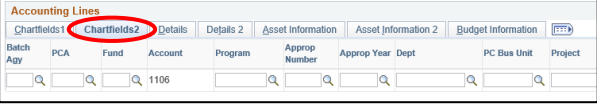
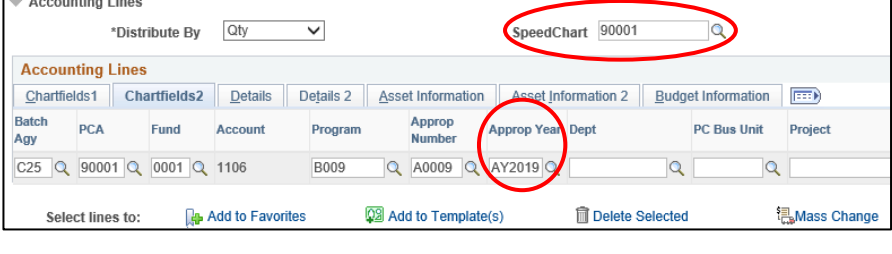
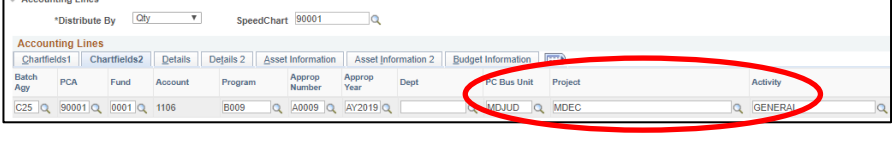
**Multiple PCA's per line:** If you need to divide the expenses on your Req. lines to multiple PCA's on a percentage basis, it can be done on this page. Please contact GEARS support, if you need help with this feature.

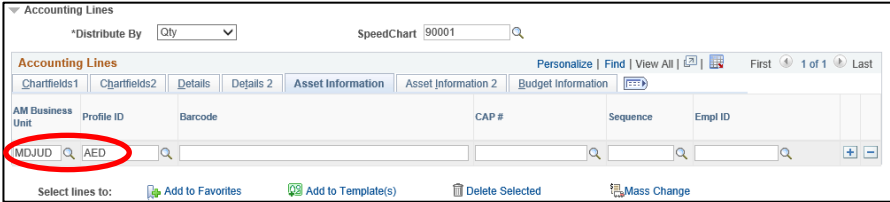

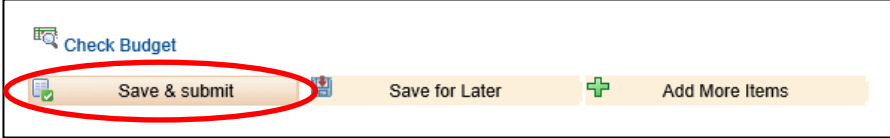

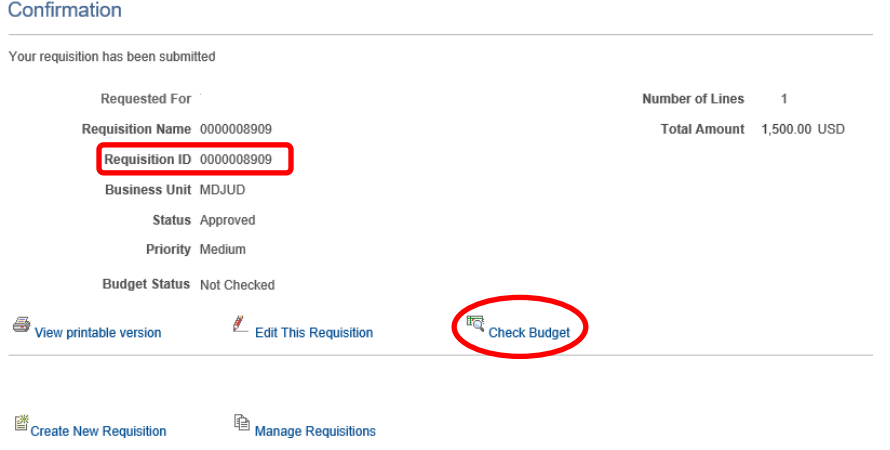
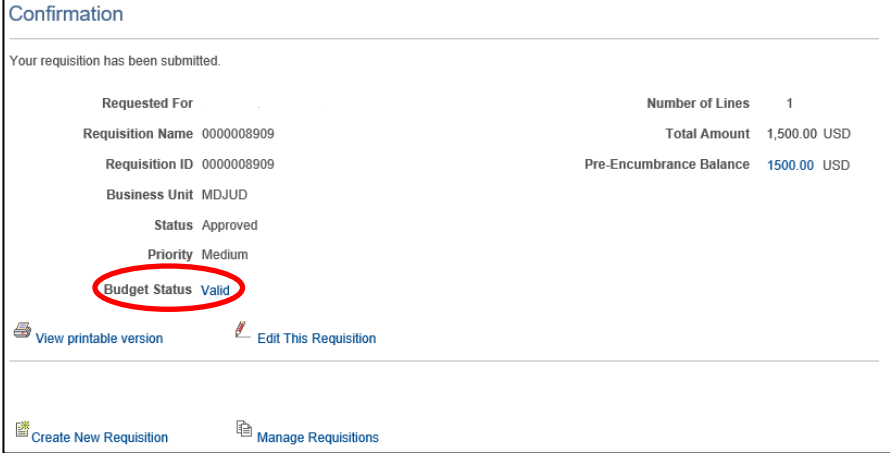
3. Click the **OK** button.

4. Click on the link for **Special Requests**.



<p>5.</p>	<p><b>Enter/select the following:</b></p> <p><b>Item Description</b>  <b>Price</b>  <b>Quantity</b>  <b>Unit of Measure</b>  <b>Category (Account)</b>  <b>Manufacturer ID</b>  <b>Manufacturer's Item ID (Model)</b></p> <p><b>NOTE:</b> Be sure to use an asset-related Category/Account (0701, 10xx, 11xx, 14xx).</p> <p>Manufacturer ID is a searchable list. Select "Other" if the Manufacturer does not exist in the list, or is unknown.</p> <p>Manufacturer's Item ID (Model) is a free-form text field. Enter an appropriate value.</p>	<p><b>Special Requests</b> ?</p> <p>Enter information about the non-catalog item you would like to order:</p> <p><b>Item Details</b></p> <p>*Item Description <input type="text" value="DefibrillatorUnit"/></p> <p>*Price <input type="text" value="740"/> *Currency <input type="text" value="USD"/></p> <p>*Quantity <input type="text" value="2"/> *Unit of Measure <input type="text" value="EA"/></p> <p>*Category <input type="text" value="1106"/> Due Date <input type="text" value="06/01/2019"/></p> <p><b>Supplier</b></p> <p>Vendor ID <input type="text"/></p> <p>Supplier Name <input type="text"/> <a href="#">Suggest New Supplier</a></p> <p>Supplier Item ID <input type="text"/></p> <p><b>Manufacturer</b></p> <p>Mfg ID <input type="text" value="483"/></p> <p>Manufacturer <input type="text" value="Hewlett Packard"/></p> <p>Mfg Item ID <input type="text" value="6475b"/></p>
<p>6.</p>	<p>Click the  button.</p>	<p><b>Special Requests</b> ?</p> <p>Enter information about the non-catalog item you would like to order:</p> <p><b>Item Details</b></p> <p>*Item Description <input type="text" value="Defibrillator Unit"/></p> <p>*Price <input type="text" value="750.00"/> *Currency <input type="text" value="USD"/></p> <p>*Quantity <input type="text" value="2"/> *Unit of Measure <input type="text" value="EA"/></p> <p>*Category <input type="text" value="1106"/> Due Date <input type="text"/></p> <p><b>Supplier</b></p> <p>Vendor ID <input type="text"/></p> <p>Supplier Name <input type="text"/> <a href="#">Suggest New Supplier</a></p> <p>Supplier Item ID <input type="text"/></p> <p><b>Manufacturer</b></p> <p>Mfg ID <input type="text"/></p> <p>Manufacturer <input type="text"/></p> <p>Mfg Item ID <input type="text"/></p> <p><b>Additional Information</b></p> <p><input type="checkbox"/> Send to Supplier <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher</p> <p><b>Request New Item</b></p> <p><input type="checkbox"/> Request New Item A notification will be sent to a buyer regarding this new item request.</p> <p></p>
<p>7.</p>	<p>Continue adding additional lines as needed. When done, click on the  button.</p>	<p>Home My Preferences Requisition Settings   1 Line </p> <p>Search <input type="text" value="All"/> <input type="button" value="Search"/> <a href="#">Advanced Search</a></p> <p><b>Special Requests</b> ?</p> <p>Enter information about the non-catalog item you would like to order:</p>

8.	<p>Select the <b>Add Comment</b> icon  at the far right of the line.</p>	
9.	<p>You can add comments in the <b>Comments Section</b>, and also click on the <b>Add Attachments</b> button to add attachments.</p> <p>When done, select the <b>Send to Supplier</b> checkbox.</p> <p>Click the <b>OK</b> button.</p>	
10.	<p>Existing Line Comments are indicated by the "Edit Comment" icon containing blue lines.</p> <p>Click on the  icon to the left of the Line. Then click on the  icon to the left of Accounting Lines to expand, if not expanded.</p>	
11.	<p>Click on the <b>Chartfields2</b> tab to enter/review your chartfield information.</p>	
12.	<p>If you need to enter/change the PCA, you can do that by entering the PCA in the <b>SpeedChart</b> field.</p> <p>If you change the PCA, you'll also have to re-enter the <b>Approp Yr</b>.</p>	
13.	<p>For <b>JIS Projects</b>, enter PC Bus Unit (MDJUD), and enter the appropriate Project, Activity and Source Type.</p>	

<p>14.</p>	<p>Click on the <b>Asset Information</b> tab and enter the following:</p> <p><b>AM Business Unit (MDJUD)</b> <b>Profile ID</b></p> <p><b>NOTE:</b> A Profile ID is required when using an asset-related category/account (0701, 10xx, 11xx, 14xx) on a requisition or PO.</p>	
<p>15.</p>	<p>Click the  <b>Save &amp; submit</b> button.</p>	
<p>16.</p>	<p>On the Confirmation page, you'll see the assigned Requisition ID.</p> <p><b>Budget Check</b> your requisition. by clicking on the  <b>Check Budget</b> link.</p>	
<p>17.</p>	<p>After the budget check is complete, verify that the Budget Status is Valid.</p> <p>Depending on the rules that apply to your area, your Requisition will be routed for the necessary Approvals. You'll receive email notifications and Worklist Items in your Worklist when:</p> <p>A. Your Requisition has been <b>Approved</b>.</p> <p>B. The PO associated with your requisition is <b>Dispatched</b> to the Vendor.</p>	



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